APPENDIX 1

INSTRUCTIONS FOR COMPLETING THE TRAINING AND PROFICIENCY RECORD FAA Form 3120-1

- 1. GENERAL. This appendix conveys instructions for recording employment data, training, and certification entries in FAA Form 3120-1. Examples of corresponding TRAX records are shown. TRAX maintains all data currently logged in FAA Form 3120-1.
- a. ATMs shall ensure that training record entries conform to the requirements of this appendix. These requirements apply to all training occurring on or after the effective date of this order. The requirements described herein are not retroactive.

NOTE: Names entered on the orange cover portion are not required to conform to official payroll name.

- b. Training, certifications, recertifications, and technical performance appraisals shall be recorded in this record. Operational error/deviation information shall be recorded in this record as specified in FAA Order 7210.3. Other data, such as temporary details, currency maintenance, awards, disciplinary actions, collateral duties, participation on committees, copies of training and other certificates, etc., should be maintained in working-level personnel records.
- c. When completing FAA Form 3120-1, enter only the required specific data. Training record entries shall be complete and accurate. Entries shall be typed or written in blue or black ink. Entries shall not be erased or otherwise obliterated. If an entry must be changed, the incorrect entry shall be lined out and the correct information shall be inserted. Effected employees shall initial such changes. The person making the change shall initial the new entry. Computer TRAX records shall be updated when certified TRAX records are changed.
- d. All entries, including the employee's initials and certification signature, shall be recorded in FAA Form 3120-1 or TRAX computer program no later than 90 calendar days following the month in which the training was completed. By initialing or signing, the employee acknowledges that the training recorded has been provided. Operating initials shall be used. Certified TRAX records shall be retained in Section IX of the employee's FAA Form 3120-1.
- e. Entries in FAA Form 3120-1 reflecting position certification/recertification and performance reviews shall be signed by the employee's first-level supervisor, even though this individual may not have performed the position certification/recertification or appraisal. This signature indicates that the entry (information) logged in FAA Form 3120-1 is accurate.
- f. The certification signature for any classroom training conducted, including briefings, indicates that the entry is correct. Therefore, the certification signature for classroom training entries may be that of the facility's support specialist or supervisor who has knowledge that the training was conducted.
- g. Manual entries shall be single spaced. Blocks on the entry line for which no entry will be made shall have a diagonal line drawn through them. Portions of a page not intended for future use shall also have a diagonal line drawn through them.

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- h. A signature stamp may be used by the certifying official or supervisor as an aid to reduce workload. A signature stamp shall only be used by the person whose signature is on the stamp.
- i. Each training entry shall have a separate signature and set of initials, except as noted in Section V and TRAX.
- j. At terminal facilities without published surveillance approach procedures, enter the notation "surveillance approaches not conducted in this facility" following the Stage VII (Course 55065 OJT) entry in Section III of each individual training record. LRAC facilities are exempt from this requirement.
- k. Mandatory briefing items not pertaining to qualification, certification, proficiency, or management training (e.g., standards of conduct, drug awareness, the Performance Management System, etc.), shall not be recorded in FAA Form 3120-1.

- 2. SECTION I, EMPLOYMENT DATA. The entries in this section pertain to specific employment information.
- Block A EMPLOYEE'S NAME: Enter the employee's full payroll name. In the event of a legal name change, because of marriage or other reasons, put a single line through the old name and insert the new name and the date of the entry in this block. Do not obliterate the old name since it may be necessary to refer to this name at a later time. The employee must initial next to the name change. The person making the change shall initial the new entry.
- Block B DATE EOD WITH FAA: Enter the date the employee entered on duty (EOD) with the FAA. Do not use the employee's service computation date. The entry in this block is made only at the employee's first facility of assignment.
- **Block C** FACILITY: Enter the facility's three-character identifier, type, and level.
- **Block D** EOD: Enter the date the employee was officially assigned to the facility. Use the effective date shown on the official Notification of Personnel Action.
- **Block E** EMPL INIT: The employee shall initial in this block.

NOTE: If the level of a facility changes while an employee is at the facility, make a new entry. Enter the date of the facility-level change in the EOD column.

FIGURE 1

Section-1
EMPLOYMENT DATA

Erica S. Smith G	کل a r dner 12	2/26/88	DATE SOD WITH FAA		В				
			1/2/	85					
C FACILITY	D BOD	E EMPL INIT	C FACILITY	D EOD	E empl init				
MLC AFSS	4/2/85	83							
APA ATCT II	5/1/86	P3							
APA ATCT III	1/9/90	83							
ZAU ARTCC III	11/20/92	83							
					<u></u>				

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- 3. SECTION IIA, AIR TRAFFIC CERTIFICATES. This section relates to certificates that are required for the performance of air traffic duties and that are not specific to a particular location or area of operation. Do not enter pilot or flight inspection certificate information, etc. Data in this section should not be confused with ratings, which are described in Section IIB.
- Block A CERTIFICATE TITLE: Enter the title of the certificate.
- Block B CERTIFICATE NUMBER: Enter the certificate number. If no number is associated with the certificate, enter "N/A."
- Block C DATE ISSUED: Enter the date of issuance as shown on the certificate. If no date is shown on the certificate, enter the date of the entry.
- Block D EMPL INIT: The employee shall initial in this block.

FIGURE 2

Section-II A AIR TRAFFIC CERTIFICATES

All Hellie Ca			
CERTIFICATE TITLE	CERTIFICATE NUMBER	DATE ISSUED	EMPL. INIT.
Control Tower Operator	457924411	4/15/92	LP
Pilot Weather Briefing Certificate	68359	10/15/92	LP
	N/A	10/19/94	LP
NOAA/FAA Agreement TWR Visibility Certificate	N/A	11/16/95	LP
Air Traffic Control Specialist	FTN-123456	10/20/97	LP
FAM Certification	<u> </u>	1 10/20/21	

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4. SECTION IIB, AIR TRAFFIC RATINGS. The entries in this section relate to specific facility ratings, not to certificates. Ratings describe facility operational functions and are required for employees to perform the full range of duties associated with a particular area of specialization or facility. The use of the term "Facility" or "Area" indicates that the employee has successfully completed all the certification requirements for that facility or area.

Block A RATING: Enter the title of the rating.

Block B FACILITY: Enter the facility's three-character identifier and type.

Block C DATE ISSUED: Enter the effective date of the rating.

Block D EMPL INIT: The employee shall initial in this block.

FIGURE 3

Section-II B AIR TRAFFIC RATINGS

RATING	FACILITY	DATE ISSUED	EMPL. INIT.
Facility	MLC AFSS	10/4/85	LL
Facility	АРА АТСТ	3/3/89	LL
Gateway Area	ZKC ARTCC	3/12/95	LL
Facility	Omaha TRACON	2/9/97	LL

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- 5. SECTION III, QUALIFICATION TRAINING. Initial qualification training requirements are described in Appendixes 4 through 6 of this order. Training relating to position qualification, including additional OJT hours and position recertification, shall be recorded in this section.
- Block A DEVELOPMENT STAGE: Enter the course number. (Course title may be included.) For en route and terminal field training, indicate whether the training was classroom, laboratory, OJT, and/or additional OJT. Facilities must indicate the position on which qualification has taken place if multiple positions are involved. For recertification, enter recertification and the positions involved.
- Block B FAC IDENT: Enter "AAC" if FAA Academy conducted. Enter the three-character facility identifier if facility conducted.
- Block C DATE STARTED: Enter the date the employee began training in this course.
- Block D NO OF AUTH HOURS: Enter the number of hours authorized to complete this course, or the number of additional OJT hours authorized. The number of hours entered shall not exceed those indicated in the appropriate directive. The hours allowed shall be derived from the facility training directive. No entry is required in Block D for FAA Academy-conducted training.
- Blocks E EMPL INIT: The employee shall initial in these blocks. and H
- Block F DATE COMPLETED: Enter the date the employee successfully completed, withdrew from, received an incomplete in, or failed this training course, or was granted additional OJT hours. (If the employee did not successfully complete the training, enter "W" for withdrew, "I" for incomplete, or "F" for failed in Block A.)
- Block G HOURS: Enter the actual number of hours, to the nearest tenth of an hour, the employee used in this portion of the training program. No entry is required in Block G for FAA Academy-conducted training.
- Block I CERTIFICATION SIGNATURE: The certifying official shall sign or use a signature stamp in this block.

FIGURE 4 (TERMINAL EXAMPLE)

		QUALI		tion-III ION T	RAINING			
A DEVELOPMENT STAGE	B FAC IDENT	C DATE STARTED	NO OF AUTH HOURS	E EMPL INIT	DATE COM- PLETED	G HOURS	H EMPL INIT	I CERTIFICATION SIGNATURE
50032	AAC	1/2/94		۵m	4/25/94		<i>\$</i> ~	IWilliams
50034 RTF	AAC	11/30/94		۵m	- 12/17/94		É	IWilhoms IWilhoms
55060 FD-TWR Classroom	PHL	5/1/94	16	Š	5/4/94	16	ξ	zzones
55060 FD-TWR OJT	PHL	5/8/94	20	<i>\$</i> €	5/15/94	18	8m	IWilliams
55060 FD-Radar Classroom	PHL	5/20/94	20	Srm_	5/27/94	20	8m	JWilliams ggonas
55060 Arrival Data OJT	PHL	6/1/94	30	8m	6/11/94	28	9m	IWalhom
55060 Dept. Data OJT	PHIL	6/20/94	40	8m	7/8/94	36	Ør⊓.	JWilliam
55061 CD Classroom	PHL	7/20/94	5	8m	7/21/94	5	βm	I Williams 3 Sories
55061 CD OJT	PHL	7/24/94	20	8m	7/30/94	18	8m	IWilliam
55062 GC Classroom	PHL	8/15/94	40	8m	8/20/94	40	βm	JWilhom ggmas
55062 GC OJT	PHL	8/23/94	60	8m	9/20/94	54	βm	
55063 LC Classroom	PHL	9/25/94	40	8m	- 9/30/94	40	8m	I Williams ggonas

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FIGURE 4 (TERMINAL EXAMPLE)

(Continued)

		QUALIF		on-III ON TR	AINING			
A DEVELOPMENT STAGE	DEVELOPMENT FAC DATE NO EMPL DATE STAGE IDENT STARTED OF INIT COM-		F DATE COM- PLETED	G HOURS	H EMPL INIT	I CERTIFICATION SIGNATURE		
55063 LC OJT	PHL	10/10/94	100	Øm.	11/19/94	70	Sr.	I Williams
55064 Nonradar Classroom/Lab	PHL	12/22/94	40	Š	1/4/95	40	£	IWilliams
55065 Radar Classroom	PHL	1/10/95	80	8m	1/24/95	80	30	ggones
55065 North Dept. OJT	PHL	1/27/95	90	Srm.	3/28/95	90	Sm.	
55065 North Dept Addl. OJT	PHL	4/1/95	18	8m	4/6/95	15	Sm	IWilliam
55065 South Dept. OJT	PHL	4/10/95	60	Sm	5/18/95	55	8m	I Williams I Williams
55065 West Arrival OJT	PHL	5/20/95	80	8m	7/25/95	70	Sm.	TWilliams
55065 East Arrival OJT	PHL	5/20/95	80	Sm	8/1/95	65	8m	IWilliams
55065 Final Appreh. OJT	PHL	7/15/95	50	8m	8/27/95	45	8m	- I Williams I William
55024 CIC	PHL	3/20/96	40	8m	3/29/96	40	8m	IWilliam
Recertification - Tow	er Posit	ons			9/10/95		8m	I Williams I Williams
OJT Instructor	PHL				4/20/96		8m	. I Williams

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FIGURE 5 (EN ROUTE EXAMPLE)

Section-III QUALIFICATION TRAINING									
DEVELOPMENT STAGE	A	B FAC IDENT	C DATE STARTED	NO OF AUTH HOURS	E EMPL INIT	F DATE COM- PLETED	G HOURS	H empl init	I CERTIFICATION SIGNATURE
50132		AAC	1/2/92		mዩ	4/4/92		mR	Blones
55053 Classroom		ZDV	4/22/92	48	mR	5/1/92	48	mR	Blones
55053 OJT		ZDV	5/1/92	80	m.R	6/25/92	18.7	mR	Blones
55054 Classroom		ZDV	7/9/92	240	mR	8/25/92	240	mR	Blones
55054 LAB		ZDV	8/28/92	120	mR	11/30/92	120	ጥዩ	Blows
55054 OJT RAP HIGH		ZDV	12/9/92	120	mR	2/25/93	94	mβ	Blones Blones Blones Blones Blones Blones Blones
55054 OJT BFF HIGH		ZDV	4/10/93	80	mR	5/25/93	65	m ዩ	Blones
55054 OJT RAP LOW		ZDV	7/9/93	80	mR	8/15/93	56.5	mR	BJones

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FIGURE 5 (EN ROUTE EXAMPLE)

(Continued)

Section-III QUALIFICATION TRAINING									
A DEVELOPMENT STAGE	FAC IDENT	C DATE STARTED	NO OF AUTH HOURS	E EMPL INIT	F DATE COM- PLETED	G HOURS	H EMPL INIT	CERTIFICATION SIGNATURE	
55055 Classroom	ZDV	11/23/93	60	mR	12/23/93	60	mR	Blones	
55055 LAB	ZDV	1/8/94	160	mR	3/20/94	160	mR	Blones Blones	
55055 OJT RAP LOW	ZDV	12/1/94	80	mR	2/12/95	80	MR		
55055 Add. Hrs OJT RAP LOW	ZDV	2/15/95	16	mR	2/22/95	12	MR	Bloves	
OJT Inst. East Area	ZDV				6/6/96		mR	Blones Blones	
55055 LAB	ZDV	11/1/97	8	mR	11/5/97	8	mR	Blones	
55055 OJT	ZDV	11/11/97	80	mR	12/11/97	80	mρ		
Recertification - E	ast Area				2/15/97		mβ	Blones	

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FIGURE 6 (FLIGHT SERVICE EXAMPLE)

Section-III QUALIFICATION TRAINING									
DEVELOPMENT STAGE	FAC IDENT	C DATE STARTED	NO OF AUTH HOURS	E EMPL INIT	DATE COM- PLETED	G HOURS	H EMPL INIT	I CERTIFICATION SIGNATURE	
55239	COU	7/9/93	80	Š	7/21/93	52	8m		
55242	COU	9/12/93	160	8m	9/24/93	70	Вm	Blones	
55241	COU	10/14/93	100	35	- 1/5/94	100	8m		
55241 AddT. Hrs.OJT	COU	1/8/94	20	Ø₩	1/15/94	15	Sm	Blones	
OJT Inst. Flight Data	COU				9/12/94		Sm	- BJones	
55247	COU	3/10/95	60	8m	4/10/96	60	8m	Sones v: 0052-00-863-700	

6. SECTION IV, EQUIPMENT CERTIFICATION.

- a. Only equipment training that specifically requires a certification examination shall be entered in this section:
 - (1) BRITE/DBRITE.
 - (2) Radar qualification examination.

NOTE: The En Route Radar Qualification Examination shall not be logged.

- b. Other equipment training that is associated with position certification, such as communications, lighting systems, recording, and other ATC equipment, shall not be logged in this section. Such equipment training is considered part of the qualification process, and no need exists to separately record certification thereon. Refer to the appropriate IPG for equipment certification requirements. If equipment training is provided as a result of facilities receiving new equipment (other than that requiring a certification examination), include as supplemental training in Section V.
- **Block A** DATE: Enter the date of the equipment certification indicated on the appropriate certificate examination.
- **Block B EQUIPMENT:** Specify the type of equipment.
- Block C FAC IDENT: Enter the three-character facility identifier.
- Block D CERTIFICATION SIGNATURE: The certifying official shall sign or use a signature stamp in this block.
- **Block E EMPL INIT:** The employee shall initial in this block.

FIGURE 7

Section - IV EQUIPMENT CERTIFICATION

A	В	C	D	Е
DATE	EQUIPMENT	FAC IDENT	CERTIFICATION SIGNATURE	EMPL INIT
5/1/92	DBRITE	DFW	V Conrad	PC
9/15/92	Radar Qualification Exam	DFW	V Conraid	PC

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- 7. SECTION V, PROFICIENCY TRAINING (Refresher, Supplemental, Skill Enhancement, Remedial). Entries in this section shall specifically describe the training provided. Refer to Chapter 2, paragraph 2-12, Proficiency Training, of this order for the type of training to be entered in this section.
- a. ATMs are authorized to use coded entries in this section if a corresponding facility master sheet is maintained that specifically describes the training provided. This master sheet shall be attached to the employee's training record and forwarded to the receiving facility in the event the employee is transferred.

NOTE: A photocopy or other reproduction of FAA Form 3120-1.5, Proficiency Training, may be used in lieu of individual entries in each employee's FAA Form 3120-1. When a reproduction is used, the following statement shall be on the form where the employee's signature is to be placed: "I certify that I have received the above proficiency training for

	,		
(month)	(year)		
(Specialist's S	lignature)	(Certification	Signature)

- **b.** Scheduled proficiency training may be entered in Section V of FAA Form 3120-1 prior to the time the training is administered, under the following conditions:
 - (1) Only Blocks A, B, C, and E may be completed before the training is administered.
- (2) Blocks D, F, and G shall be completed after the training has been administered and in accordance with other requirements of this order.
- (3) The date entered in Block A shall reflect the date that information was entered in Blocks B, C, and E.
- Block A DATE: Record the date the training was entered in FAA Form 3120-1. A date stamp may be used.
- Block B

 MAJOR SUBJECT AREAS: Specifically describe or use a coded entry for refresher or supplemental training. Remedial and Skill Enhancement training entries shall specifically describe the training conducted. Coded entries shall not be used for remedial or Skill Enhancement training. If the facility is maintaining a master code/decode sheet, a single entry (e.g., 1/2) may be utilized if both refresher and supplemental training items were provided during a single briefing. If a master code/decode sheet is maintained, training items shall be identified by a singular training type. If training is conducted via CBI, enter CBI.
- Block C

 TYPE: Indicate the type of training by number: 1 = Refresher, 2 = Supplemental, 3 = Remedial, 4 = Skill Enhancement. (NOTE: Skill Enhancement training will be encoded number 4. Continue to use FAA Form 3120-1.5 (dated 4/77) until supplies are exhausted; make a written annotation explaining code 4 at the bottom of the form when entries appear on that page.)
- Block D DATE COMPLETED: Enter the date the training was completed.
- **Block E** HOURS: Indicate the number of actual training hours to the nearest tenth of an hour.

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7. SECTION V, PROFICIENCY TRAINING. (Continued)

Block F CERTIFICATION SIGNATURE: The certifying official shall sign or use a signature stamp in this block.

Block G EMPL INIT: The employee shall initial in this block.

FIGURE 8

Section - V
PROFICIENCY TRAINING (REFRESHER, SUPPLEMENTAL, REMEDIAL, SKILL ENHANCEMENT)

A DATE	MAJOR SUBJECT AREAS	C TYPE	DATE D COMPLETED	E HOURS	CERTIFICATION F SIGNATURE	EMPLG INIT
1/15/94	Wake Turbulence Film	1	4/10/94	.5	2 Parks	3
2/1/94	57002, NOTAMS CBI	1	1/22/94	4.0	2 Parks	\mathbb{C}
3/10/94	Aircraft Characteristics Climb Rates,					
	Vertical Separation Standards	3	3/3/94	2	2 Parks	CU
5/1/94	Speed Control & Sequencing	4	4/10/94	1.2	2 Parks	J
6/22/94	Review: Radar Vector Procedures, Effect of					
	Temperature on Climb Rates, Coordination Procedures				-	
	(Facility SOP on Position Relief Briefings)	3	6/15/94	8	2 Parks	CU
6/22/95	ETG Lab Problems 2, 8, 11, 21, 22, 23, 24, 25	3	6/21/95	16	2 Parks	3
6/30/95	Lost Aircraft Orientation	1	6/30/95	2	2 Parks	ಶ
7/1/95	Pilot Weather Briefing	1	7/1/95	2	2 Parks	S
8/3/95	Annual Tower Visibility Review	1	7/3/95	.5	2 Parks	Cu
8/3/95	VSCS ATCS Operations Course	2	7/27/95	16	2 Parks	વા
1/ TRAINING TYPE COD		ementa	l 3 - Re	medial	4 - Skill Enhanc	ement

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8. SECTION VI, TECHNICAL APPRAISAL. The technical appraisal section for all options shall include specific data regarding operational errors/deviations, the OJTI evaluation described in paragraph 3-3c of this order, and Technical Training Discussions described in FAA Order 7210.56 paragraph 3-1-3, Documentation.

NOTE: Each operational error/deviation shall be recorded on a separate page in accordance with Order 7210.56 (see Figure 10). Facilities are authorized the use of an automated separate page VI.

- Block A DATE COMPLETED: Enter the date shown on the appraisal form or the date the Technical Training Discussion was completed.
- Block B TECHNICAL APPRAISAL: Enter the position on which the appraisal took place, the type of appraisal, and the result (satisfactory or unsatisfactory). If the result is unsatisfactory, recertification is required prior to the resumption of operational or OJTI duties.

TECHNICAL TRAINING DISCUSSIONS: Enter "Technical Training Discussion."

- Block C DATE DISCUSSED: Enter the date the appraisal was discussed with the employee. Enter a diagonal line for Technical Training Discussions.
- Block D SUPERVISOR SIGNATURE: For Technical Appraisals and OJTI evaluations, the employee's first-level supervisor, even though this individual may not have performed the appraisal, shall sign or use a signature stamp in this block. For Technical Training Discussions enter the signature of the supervisor conducting the discussion when required by FAA Order 7210.56, Air Traffic Quality Assurance.
- Block E EMPL INIT: The employee shall initial in this block.

FIGURE 9

Section - VI TECHNICAL APPRAISAL

DATE A COMPLETED	TECHNICAL APPRAISAL	В	DATE C DIS- CUSSED	D CERTIFICATION SIGNATURE	E EMPL INIT
9/25/94	East Arrival-OJTI Evaluation Satisfactory		9/25/94	v Conrad	PC
10/1/96	RAP LOW- Performance Skill Check Unsatisfactory		10/1/96	Corrad	PC
2/1/98	Technical Training Discussion			Conrad	PC
2/2/98	Technical Training Discussion			Conrad	<u> </u>

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8. SECTION VI, TECHNICAL APPRAISAL. (Continued)

FIGURE 10

Section - VI TECHNICAL APPRAISAL

DATE A COMPLETED	TECHNICAL APPRAISAL	В	DATE C DIS- CUSSED	D CERTIFICATION SIGNATURE	E empl init
	FACILITY OE/OD NUMBER: AAT-O-97-002				
	CLASSIFICATION: ERROR				
	DATE: January 6, 1997				
	CAUSAL FACTOR A. Data Posting	!			
	(1) Flight Progress Strip Not Updated				
	B. Radar Display (2) Inappropriate Use of Displayed Data		,		
1	Failure to project future status of displayed data				
7	D. Communications Error (1) Phraseology				
	(6) Other (explain) Said heading 060 when meant 080		1/8/97	H/Smith	H/
2/15/97	30 Day Follow-up Performance Skill Check		2/15/97	11/Smith	H /
		_ 			
	PROPOSED REMOVAL DATE: July 6, 1999				

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9. SECTION VII, MANAGEMENT AND OTHER TRAINING. All management and other agency-approved training not previously listed shall be entered in this section. This includes, but is not limited to, automation and other technical training, correspondence, college, out-of-agency, and instructor training courses. Only training that was completed during employment with FAA shall be recorded in this section.

- **Block A** DATE: Enter the date the training was completed.
- Block B

 COURSE: Enter the course title and the FAA course number, if applicable, as described on the training certificate, transcript, or other official course document. Refer to the FAA Catalog of Training Courses or the CBI course catalog for this information. Regardless of length, all courses assigned an FAA course number, or courses specified in FAA directives shall be recorded in this section. All other courses of 8 hours or more shall be recorded in this section. Courses of less than 8 hours may be recorded in this section if specified in a facility directive.
- Block C LOCATION: Enter the location where the training was conducted (e.g., FAA Academy, university name, facility, regional office, correspondence course, etc.).
- Block D HOURS: Enter the number of hours indicated in the FAA course catalog. If not contained in the catalog, use the hours in the course description document. Exception: For college/university courses, enter the number of quarter or semester credit-hours attained.
- Block E EMPL INIT: The employee shall initial in this block.

9. SECTION VII, MANAGEMENT AND OTHER TRAINING. (Continued)

FIGURE 11

Section - VII MANAGEMENT AND OTHER TRAINING

A	В	С	D	E
DATE	COURSE	LOCATION	HOURS	EMPL INIT
5/5/90	ARTS IIIA for Automation Specialists, Phase V 53010	FAA ACADEMY	240	CT
6/12/91	Fundamentals of Supervision 14002	Correspondence Course	150	CT
11/19/91	Aviation-A Global History	Princeton University	3 Qtr.	CT
6/12/92	Weather Satellite Data Interpretation 50206	FAA Academy	32	C7
9/8/92	Facility instructor Training 10501	FAA Academy	80	CT
8/15/94	Cadre Training for Traffic Management Unit 50403	FAA Academy	16	CT
11/30/94	Investment in Excellence	OCCC College OKC	32	CT
3/20/95	Air Traffic Controllers Teamwork Enhancement Workshop 55051	Dallas TX	28	CT
5/23/95	ATC Teamwork Enhancement Facilitator Training 55050	Salt Lake ARTCC	24	CT
12/7/95	Fundamentals of ATC On-the Job Instruction 55049	Pittsburgh, PA	28	CT
1/12/96	ATC Operational Supervisor Workshop 55047	Chicago ARTCC	24	C7
2/16/96	ATC Operational Supervisor Cadre Facilitator Training 50319	Pittsburgh, PA	28	CT
5/25/96	EFAS 50201	FAA Academy	144	CT
A A E 2120			PAGE	

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10. SECTION VIII, FAMILIARIZATION TRAINING. Refer to appropriate agency directives for policy and guidance regarding this program.

CARRIER/FLT NO: Enter the carrier's three-character identifier and flight number (only the Block A outbound flight) or type of conveyance. If the trip included familiarization at a destination, indicate the location.

> When a change of carriers is made, record the airline designator and first flight number of each carrier used (see SWA and COA trip below).

- EMPLOYEE DUTY STATUS: Enter whether the travel was duty or nonduty. Block B
- TRIP DATES: Enter the travel dates. Block C
- EMPL INIT: The employee shall initial in this block. Block D

FIGURE 12

Section-VIII FAMILIARIZATION TRAINING

CARRIER/FLT. NO.	EMP	LOYEE	TF	RIP DATE	ES	EMPL
CARRIENTELL NO.		STATUS	FROM		ŢŌ	INIT.
UAL/1212	X DUTY	NONDUTY	10/1/84	TO	10/3/84	YI
TWA/2678	DUTY	NONDUTY	11/15/84	TO	11/17/84	<u>Y1</u>
NWA/9876	DUTY	NONDUTY	1/24/85	TO	1/24/85	YI
SWA/812	DUTY	X NONDUTY	4/1/85	TO		
COA/9800	DUTY	X NONDUTY		ТО	4/2/85	Y1
DAL/2128	₩ DUTY	NONDUTY	8/5/85	TO	8/7/85	YI
PRIVATE/C182	X DUTY	NONDUTY	12/22/85	TO	12/22/85	171
AUTO/DFW ATCT	DUTY	NONDUTY	1/14/86	TO	1/18/86	Y7
AAL/6875	DUTY	NONDUTY	4/10/86	TO	4/14/86	17 <u>7</u>
MILITARY/C130	X DUTY	NONDUTY	5/1/86	TO	5/1/86	Y 7
WITH TAKT/C130	DUTY	NONDUTY	+	TO		

FAA Form 3120-1.8 (5-98)

11. SECTION IX, CERTIFIED TRAX RECORDS.

- a. The entries in this section pertain only to the TRAX Employee Training Record report.
- b. The TRAX Employee Training Record report is divided into eight parts (see Figure 13). These parts correspond to the sections described above (Section IIA/B, Section III, Section IV, Section V, Section VI, Section VII, Section VIII). TRAX only prints those sections in which training has been entered.
- c. The entry for "Technical Training Discussion" may be abbreviated as "TTD." When a supervisor other than the supervisor that signs the bottom of the TRAX printout conducts a TTD, he/she shall sign the TTD entry in the blank discussed box, when required by FAA Order 7210.56, Air Traffic Quality Assurance,

NOTE: An operational error/deviation is printed on a separate Certified TRAX Record page in accordance with Order 7210.56.

11. SECTION IX, CERTIFIED TRAX RECORDS. (Continued)

FIGURE 13

Anywhere ATCT Employee Training Record

Controller, Joe C (JC)

Section I - Employment Data

Fac EOD	Facility	FAA EOD
01/05/1997	ANY ATCT	02/02/80
I - '		

Section IIA - Air Traffic Certificates

Issued	Certificate Title	Number
01/05/1997	CONTROL TOWER OPERATOR	123456789
<u> </u>		
01/05/1997	FAMILIARIZATION TRAINING NUMBER	123456

Section IIB - Air Traffic Ratings

Issued	Rating	Facility
01/05/1997	Facility	ANY ATCT

Section III - Qualification Training

Issued 01/13/1997	STAGE/Course 55060 FD Classroom	Fac ID ANY	Auth Hours 56:00	O1/21/97	Hours 56:00
02/05/1997	55060 FD OJT	ANY	40:00	2/10/97	13:18
03/05/1997	05549 Fundamentals of ATC OJT Instruction	ANY	24:00	03/07/97	24:00
04/05/1997	OJTI-ALL - OJTI	ANY	0:00	04/05/97	0:00

Section V - Proficiency Training

Complete	Major Subject Area	Туре	Hours	Item Date
05/04/1997	57008, METAR/TAF (BASIC) - CBI	Refresher	4:00	05/01/1997
		Refresher	1 0:30	05/01/97
05/08/1997	CENRAP ORDER/TRANSITION	Reflesher	10.50	
05/08/1997	R4102 LETTER OF PROCEDURE	Supplemental	0:18	05/01/1997
	PHYSICAL SECURITY PROCEDURES	Refresher	0:12	05/01/1997
05/08/1997	PHYSICAL SECURITY PROCEDURES			

I certify that the above training items are cor	rect for 03/02/97 to 05/10/97
Joe C Controller	KimTyme
(Specialist's Signature)	(Supervisor/Facility Staff Specialist)

11. SECTION IX, CERTIFIED TRAX RECORDS. (Continued)

FIGURE 14

Anywhere ATCT Employee Training Record

Controller, Joe C (JC)

Section V - Proficiency Training

Complete	Major Subject Area	Туре	Hours	Item Date
06/04/1997	AT BULLETIN 97-2 June 97-06-08	Refresher	0:30	06/01/1997
<u></u>	<u> </u>			·
06/04/1997	GENOT N7000.16 97-01-05	Cumulamantal	1.0.16	06/01/1997
00/07/1997	OEMO: 147000:10 97*01*03	Supplemental	0:15	00/01/1997

Section VI - Technical Appraisal

Complete	Over-The Shoulder	Discussed
01/08/1997	OJTI Evaluation	01/08/1997
01/10/1997	TTD	
02/10/1997	I TTD	
02/10/1997	110	

Section VIII - Liaison Familiarization Training

Date	Flight		Duty	Return	Flight	Report
01/13/1997	DAL 1461/1461	ANY-LAX	Duty	01/20/1997	DAL 152/1483	01/22/1997
			į		LAX-ANY	

I certify that the above training items are correct for 03/02/97 to 05/10/97 (Specialist's Signature) (Supervisor/Facility Staff Specialist)